

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. _____ Page 1 of 3
Agency _____		Division/Unit _____
Item No.	Description	Retention
1.	<p><u>ACCOUNTING RECORDS</u> This series includes all standard STATE accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.</p> <p>Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes.</p> <p>Each agency will use all or some of the following records which are governed by the indicated retention period:</p> <p>A. <u>General Accounting Records</u> Certificate of Deposit and Bank Deposit Slips Distribution of Charges Memorandum of Adjustments Monthly Report of State Funds Collected and Deposited</p> <p>B. <u>Special Accounting Records</u> Reports of audits conducted by the Legislative Auditors</p> <p style="padding-left: 40px;">Reports of audits conducted by persons or agencies other than the Legislative Auditors</p> <p style="padding-left: 40px;">Books of Final Entry - General Ledgers</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for ten (10) years then destroy.</p> <p>Retain permanently. Transfer to State Archives periodically.</p> <p>Retain permanently. Transfer to State Archives periodically.</p>
Approved by Department, Agency, or Division Representative. Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

DGS 550-1 (Rev. 1/93)

Figure 4A

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C. Budget and Fiscal Planning Records

Budget Estimates
Budget Schedule Amendment
Materials and Supplies Physical Inventory
Report of Fixed Assets
Report of Materials and Supplies
Request for Position Action

Retain for three (3) years and
until all audit requirements have
been fulfilled, then destroy.

D. Payroll Accounting Records

Employee Roster Card File
Payroll and Check Register
Payroll Exceptions Time Report
Payroll Transmittals
Payroll Warrants

Retain for three (3) years and
until all audit requirements have
been fulfilled, then destroy.

E. Miscellaneous Accounting Records

Bank Books, Statements, and Deposit Receipts
Budget Papers and Work Sheets
Cancelled Checks, Check Copies and Check Stubs
Delivery Orders and Receipts
Gas Withdrawal Tickets and Mileage Reports
Memorandum Receipt and Property Condemnation Reports
Paid Bills and Invoices
Paid Bonds and Coupons
Periodic Financial Reports to Local/State Agencies
Receipt Copies and Stubs
Receiving Reports
Reconciliation and Trial Balance Sheets
Renewable Licenses
Requisitions and Purchase Orders
Stock Record Cards
Time Sheets
Withholding Tax Forms and Statements
(Local, State, and Federal)

Retain for three (3) years and
until all audit requirements
have been fulfilled, then destroy.

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Item No.	Description	Retention
	<p>C. <u>Budget and Fiscal Planning Records</u> Budget Estimates Budget Schedule Amendment Materials and Supplies Physical Inventory Report of Fixed Assets Report of Materials and Supplies Request for Position Action</p> <p>D. <u>Payroll Accounting Records</u> Employee Roster Card File Payroll and Check Register Payroll Exceptions Time Report Payroll Transmittals Payroll Warrants</p> <p>E. <u>Miscellaneous Accounting Records</u> Bank Books, Statements, and Deposit Receipts Budget Papers and Work Sheets Cancelled Checks, Check Copies and Check Stubs Delivery Orders and Receipts Gas Withdrawal Tickets and Mileage Reports Memorandum Receipt and Property Condemnation Reports Paid Bills and Invoices Paid Bonds and Coupons Periodic Financial Reports to Local/State Agencies Receipt Copies and Stubs Receiving Reports Reconciliation and Trial Balance Sheets Renewable Licenses Requisitions and Purchase Orders Stock Record Cards Time Sheets Withholding Tax Forms and Statements (Local, State, and Federal)</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

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F. Purchasing Records

Actual Emergency and Repairs Report
Copy of Contract Awarded
Credit Memorandum
Notice of Award of Contract
Out-of-Schedule Requisition for Supplies
Purchase Order
Report of Partial Delivery
Requisition for Supplies
(also Agency Interoffice Requisitions)

Retain for five (5) years and
until all audit requirements have
been fulfilled, then destroy.

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1.	<p><u>Purchasing Records</u></p> <p>This series applies to all State of Maryland Departments and Agencies and includes all standard purchasing forms as well as other purchasing media which provide supporting data for special and general purchasing records.</p> <p>Purchasing records may include all or some of the following documents:</p> <ul style="list-style-type: none"> A. Actual Emergency and Repair Reports B. Advertising and Bids C. Agency Inter-Office Requisitions D. Bid and Quote File E. Bid Tabulation Records F. Copy of Contract(s) Awarded G. Credit Memoranda H. Inventory Dispositions I. Invoices/Expenditure Transfer Authorizations J. Issue Tickets or Receipts K. Materials/Supplies Specifications L. Monthly Expenditure Printouts M. Notice of Award of Contract(s) N. Unscheduled Requisitions for Supplies O. Packing Slips, Shipping Tickets, Bills of Lading P. Purchase Orders Q. Purchasing Register R. Receiving Reports S. Report of Delivery/Partial Delivery <p style="text-align: center;">(Continued)</p>	<p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p>
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T. Requisition Forms, Miscellaneous
U. Requisitions for Supplies
V. Warehouse Requisitions
W. Automation Management Reports

2. Vendor List

Retain until superseded, then
destroy.

3. Correspondence

Retain for three (3) years then
screen and destroy all material
not needed for conduct of
business.

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General Schedule Personnel Records		
Item No.	Description	Retention
1.	<p><u>PERSONNEL FOLDERS</u></p> <p>This series applies to Departments of Personnel within Maryland State Government and includes all standard personnel forms as well as other personnel media which provide supporting data for both special and general personnel records.</p> <p>Upon selection for employment within the Department of _____ either as a new hire, transfer, reinstatement or temporary employee, a personnel folder is prepared. This folder may contain all or some of the following documents:</p> <ul style="list-style-type: none"> A. Application B. Appointment Letter C. Correspondence Relating to New Appointment D. Personnel Payroll Form E. Personnel Position Action Request F. Personnel Recruitment Screening Report G. Personnel Transaction Form H. Retirement Form <p>During continued employment, the folder may contain the following:</p> <ul style="list-style-type: none"> a. Change of Address Forms b. Clearance File c. Charges for Removal d. Commendations e. Contractual Employment f. Counseling Sessions g. Disciplinary Actions h. Efficiency Ratings 	<p>Retain for three (3) years after termination of employment and then destroy</p>
Schedule Approved by Department, Agency, or Division Representative. Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

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General Schedule Personnel Records		
Item No.	Description	Retention
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	<ul style="list-style-type: none"> i. EOE Statistical Reports j. General Correspondence k. Grievance Actions l. Health Insurance Benefits Forms m. Leave Forms n. Orientation Program o. Position History p. Probation q. Promotions s. Resumes t. Suggestion File u. Summer Employment v. Suspension Actions w. Training <p>The final documents in the folder are a personnel payroll form and the following:</p> <ul style="list-style-type: none"> i. Letter of Resignation ii. Retirement iii. Transfer iv. Dismissal 	
2.	<u>PERSONNEL I.D. NUMBER (PIN)</u>	Permanent, transfer periodically to the MSA
3.	<u>STATUS CARD FILE</u>	Retain for five (5) years, then destroy
4.	<u>HISTORY CARD</u> Upon being selected for employment within the Department of _____ either as new hire, transfer, reinstatement or temporary employee, a personnel history card is prepared. This card contains the following data: <ul style="list-style-type: none"> 1. Name 2. Address 	Retain for three (3) years after termination of employment and then destroy

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Item No.	Description	Retention
	<p>3. Social Security Number 4. Telephone Number 5. Race 6. Sex 7. Birthdate 8. Increment Date 9. EOD (Entry on Duty) Date 10. Classification 11. Effective Date of Classification 12. Employment Status 13. Salary 14. Position Identification Number for employee</p> <p>Each reclassification, promotion, demotion, change in salary, extended probation, title change, change of address or telephone number is duly noted on the card. The last entry on the History Card would be one of the following:</p> <p>1. Resignation 2. Retirement 3. Transfer 4. Dismissal 5. Expiration</p> <p>The card would then be filed inside the personnel folder and filed in the inactive personnel file.</p>	
5.	Worker's Compensation First Report of Injury Reports	Retain for 5 years then destroy.
6.	Dept. of Personnel Part-time Quarterly Reports	Retain for 5 years then destroy.
7.	Dept. of Personnel Annual Reports	Retain for 5 years then destroy.
8.	Agency/Dept. Personnel Budget Reports	Retain for 5 years then destroy.

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5.	Worker's Compensation First Report of Injury Reports	Retain for 5 years then destroy.
6.	Dept. of Personnel Part-time Quarterly Reports	Retain for 5 years then destroy.
7.	Dept. of Personnel Annual Reports	Retain for 5 years then destroy.
8.	Agency/Dept. Personnel Budget Reports	Retain for 5 years then destroy.